

**ADMINISTRATIVE
PROCEDURE FORM 181-1
VIDEO SURVEILLANCE
REQUEST**

I.T. Department

NORTHWEST SCHOOL DIVISION NO. 203 507 5th Ave. W, Meadow Lake, SK, S9X 1A9





PREAMBLE

AP 181 VIDEO SURVEILLANCE

SITE: _____

LOCATION: ☐ **INTERIOR** ☐ **EXTERIOR**

SERVICE REQUEST #: _____

ESTIMATED PROJECT COST: \$ _____

DATE: _____

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OVERVIEW

1. Project Background and Description

i *Reason for Request: In accordance with Administrative Procedure 181, all requests must be supported by documented and verifiable evidence, including specific incidents of criminal activity, repeated or substantiated safety concerns, or other compelling circumstances demonstrating the necessity of video surveillance.*

Requests must include reference to supporting documentation (e.g., incident reports, administrative records, or formal complaints).

In addition, the request must demonstrate that other, less intrusive deterrence or detection measures have been considered and determined to be ineffective or unworkable.

Requests based solely on anecdotal observations, assumptions, or unverified concerns will not be considered.

2. Project Scope

i Clearly define the scope and boundaries of the proposed video surveillance installation. The submission must include a site diagram (CAD drawing or equivalent) identifying:

- Proposed camera locations and fields of view
- Areas subject to surveillance coverage
- Required signage locations
- Network and power cabling requirements
- Equipment required for recording, storage, and live viewing

Each proposed camera must be justified based on the documented incidents or safety concerns identified in the Reason for Request, ensuring that surveillance is limited to what is necessary and proportionate to address the identified risk.

The scope must demonstrate that camera placement avoids unnecessary monitoring of areas where there is a higher expectation of privacy and aligns with Administrative Procedure 181 requirements.



3. High-Level Requirements

- i** Describe the functional, technical, and security requirements for the proposed video surveillance system. At a minimum, the project must meet the following expectations:
- *Purpose Alignment: The system must support the specific safety or security concerns identified in the Reason for Request and be limited to those purposes.*
 - *Minimum Necessary Coverage: Surveillance coverage must be restricted to only those areas required to address the identified risk.*
 - *Access Control: Access to live and recorded footage must be restricted to authorized personnel in accordance with divisional access control practices.*
 - *Signage and Notification: Clearly visible signage must be in place to notify individuals of surveillance in accordance with AP 181 requirements.*
 - *System Security: The system must be configured and maintained to prevent unauthorized access, including secure authentication and network integration aligned with IT standards.*
 - *Integration and Supportability: The solution must align with divisional standards for hardware, software, and lifecycle management, and be supportable by IT.*

4. Affected Business Processes or Systems

i Describe the anticipated impact of the project on site operations, infrastructure, and existing systems. Include consideration of:

- Physical impacts (e.g., loss or modification of space, ceiling/wall access, mounting requirements)
- Electrical and utility impacts (e.g., power availability, additional load requirements, disruption to existing services)
- Network and IT infrastructure impacts (e.g., cabling pathways, switch capacity, bandwidth requirements, integration with existing systems)
- Operational disruptions during installation (e.g., classroom interruptions, restricted access areas, scheduling constraints)
- Impacts to other building systems (e.g., fire systems, security systems, HVAC, or other facility infrastructure)
- Ongoing operational considerations (e.g., maintenance access, system monitoring, support requirements)

Where impacts are identified, mitigation strategies must be described.

5. Compliance

i Identify and document all required approvals, permits, and regulatory considerations associated with this project. At a minimum, address the following:

- *Municipal Requirements: Confirmation of any required village/municipal approvals, permits, or line locates.*
- *Hazardous Materials: Verification of asbestos status in all affected work areas, including confirmation of assessment and required mitigation (if applicable).*
- *Fire Code Compliance: Identification of any fire sealing or fire code requirements resulting from penetrations or modifications to walls, ceilings, or building systems.*
- *Other Approvals and Requirements: Any additional approvals, permits, inspections, or regulatory obligations necessary to complete the work.*

All required approvals and verifications must be obtained and documented prior to project implementation.

6. Implementation Plan

i Provide an overview of how the project will be completed within the proposed timeline and budget. The plan must include:

- *Project Approach: A summary of how the work will be executed, including key phases (e.g., planning, procurement, installation, configuration, testing, and commissioning).*
- *Resource Requirements: Identification of all required resources, including internal staff (IT, Facilities), third-party contractors, and any specialized services.*
- *Materials and Procurement: Identification of required materials, equipment, and any items requiring special order, including anticipated lead times where applicable.*
- *Roles and Responsibilities: Clarification of which departments or individuals are responsible for each component of the work.*
- *Site Access and Scheduling: Description of how and when work will occur (e.g., after-hours, weekends, school breaks) to minimize disruption to operations.*
- *Dependencies and Constraints: Identification of any dependencies (e.g., network readiness, facility access, permit approvals) that may impact project timing.*
- *Risk and Mitigation: Identification of key risks (e.g., delays, access limitations, supply issues) and how they will be managed.*

The implementation plan must demonstrate that the project can be completed within the proposed budget and timeline with the identified resources.

7. Coordination with Facilities

i Identify all work that Facilities will be required to complete or support as part of this project. Include:

- *Structural Work: Mounting requirements, wall or ceiling modifications, core drilling, and installation of camera supports or enclosures.*
- *Cable Pathways: Installation or modification of conduit, cable trays, or pathways required for network and power cabling.*
- *Electrical Requirements: Provision of power, including installation of outlets, circuits, or other electrical infrastructure if required.*
- *Penetrations and Sealing: Any required wall or ceiling penetrations, including fire stopping and sealing in accordance with code requirements.*
- *Access Requirements: Access to restricted or secured areas (e.g., ceilings, locked rooms, crawl spaces, rooftops).*
- *Coordination with Other Systems: Any interaction with building systems such as fire systems, HVAC, or existing security infrastructure.*

Clearly identify which tasks are the responsibility of Facilities, IT, or third-party contractors.

Facilities involvement must be confirmed prior to project approval to ensure required resources and scheduling are available.

8. Equipment and Materials list

i *Equipment and Materials List: List all equipment, materials, and components required to complete the project. All items must include sufficient detail to support costing, procurement, and asset tracking.*

All equipment must align with divisional standards for compatibility, supportability, and lifecycle management.

Equipment in Stock (journal entry parts, etc.):

Identify all existing inventory items to be used in this project. Include part numbers, quantities, and current location (if applicable).

- *Item description – Part number – Quantity*
- *Item description – Part number – Quantity*
- *Item description – Part number – Quantity*
- *Item description – Part number – Quantity*

Equipment Requiring Purchase (procurement required):

Identify all items that must be purchased. Include part numbers, quantities, estimated cost (if known) and note any special order or extended lead time requirements.

- *Item description – Part number – Quantity – Estimated cost / Lead time (if applicable)*
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- *Item description – Part number – Quantity – Estimated cost / Lead time (if applicable)*

9. High-Level Timeline/Schedule

i Describe the proposed timeline for planning, design, procurement, installation, configuration, and deployment of the project. Include:

- *Planned Start and Completion Dates: Estimated project start date and target completion date.*
- *Project Phases: Identification of key phases (e.g., design, approvals, procurement, installation, testing, commissioning)*
- *Key Milestones: Major milestones such as approval completion, equipment delivery, installation start, and system go-live.*
- *Dependencies: Any factors that may impact the timeline (e.g., equipment lead times, permit approvals, Facilities availability, network readiness).*
- *Scheduling Considerations: When work will occur (e.g., evenings, weekends, school breaks) to minimize disruption to site operations.*

The proposed timeline must reflect identified dependencies, resource availability, and procurement lead times to ensure the project can be completed as planned.

Timelines that do not account for required approvals, procurement lead times, or resource availability may be returned for revision.



10. Budget

Proceed to costing analysis.

i Outline the total project costs and clearly identify how expenses will be allocated across each cost center. All costs must be supported by the Equipment and Materials List and aligned with the proposed implementation plan.

Include:

- *Cost Breakdown by Category: Clearly identify costs associated with equipment, materials, labour (internal and external), and any additional services.*
- *Cost Center Allocation: Assign all costs to the appropriate budget codes (e.g., School, IT, Facilities, or Other), ensuring alignment with divisional financial practices.*
- *Supporting Detail: Ensure all costs are traceable to specific items, quantities, and scope outlined in previous sections of this document.*
- *One-Time vs Ongoing Costs: Identify any ongoing or recurring costs associated with the solution (e.g., licensing, maintenance, support).*

All cost estimates must be reasonable, complete, and aligned with the proposed scope, timeline, and resource requirements.

Incomplete or unsupported costing information may result in the request being returned for revision.

School Budget Costs: ☐ Approved ☐ Denied Signature: _____

1-2-12-140-250-____-998-9998: \$ _____
 1-2-12-140-253-____-998-9998: \$ _____
 1-2-12-135-345-____-998-9998: \$ _____
 OTHER 1-2-12-____-____-998-9998: \$ _____

Key Assumptions:

Facilities Budget Costs: ☐ Approved ☐ Denied Signature: _____

1-2-13-145-401-____-330-9998: \$ _____
 1-2-13-145-401-____-998-9998: \$ _____
 OTHER 1-2-13-____-____-998-9998: \$ _____

Key Assumptions:

I.T. Budget Costs: ☐ Approved ☐ Denied Signature: _____

1-2-12-140-250-____-330-9998: \$ _____
 1-2-12-140-253-____-330-9998: \$ _____
 1-2-12-135-345-____-330-9998: \$ _____
 OTHER 1-2-12-____-____-330-9998: \$ _____

Key Assumptions:



APPROVAL AND AUTHORITY TO PROCEED

We approve the project scope, timelines, budget costs and final outcomes.

Name	Title	Date	Signature	Control/Approval
	I.T. Service Technician/Network Administrator			Scope Prepared: ☐
	I.T. Purchasing			Budget Prepared: ☐
	Principal			Approved: ☐ Denied: ☐
	Superintendent			Approved: ☐ Denied: ☐
Bob Tough	Supervisor of Facilities			Approved: ☐ Denied: ☐
Todd Forbes	Supervisor of Technology			Approved: ☐ Denied: ☐
Jennifer Williamson	Director of Education			Approved: ☐ Denied: ☐

Cost estimates are based on current market conditions and known project requirements at the time of preparation. Variances may occur due to market fluctuations, supply chain changes, material availability, labour costs, or unforeseen conditions encountered during project execution. Any significant variances will be reviewed and communicated as part of project oversight.

Updated: September 18, 2026